

INDIAN MOUNTAIN LAKE CIVIC ASSOCIATION, INC.

95 HIGHRIDGE RD – ALBRIGHTSVILLE, PA 18210 – TELEPHONE 570-646-1600 – FAX 570-643-1787

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2023 RENTAL/OCCUPANT REGISTRATION FORM

IMLCA RULES & REGULATIONS REQUIRE THAT RENTAL FORMS BE SUBMITTED TO THE IMLCA OFFICE NO LESS THAN (2) BUSINESS DAYS PRIOR TO RENTAL WITH THE RENTAL FEE. RENTALS WILL NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED. IMLCA MUST BE NOTIFIED IMMEDIATELY OF ANY CHANGES. RENTAL FORMS MUST BE UPDATED ANNUALLY FOR LONG-TERM RENTALS. DATES OF RENTAL TERM MUST BE FILLED IN. MONTH TO MONTH AND INDEFINITE ARE NOT ACCEPTABLE. THE SHORT-TERM RENTAL FEE IS \$50, THE LONG-TERM RENTAL FEE IS \$125.

RENTAL TERM: FROM ___/___/___ TO ___/___/___ CC APPROVAL CODE: _____

SECTION/LOT #: _____ - _____ IML Address: _____

Owners Name _____ Telephone Number _____

Mailing Address _____ Alternate Phone Number _____

Name of Accountable Renter/Occupant _____

Mailing Address _____

Home Telephone Number _____ Cell-Phone _____

ALL NAMES OF PERSONS That Will Reside at Property and their vehicles:

OCCUPANT	LICENSE PLATE	STATE	MAKE	MODEL	YEAR	COLOR

IN ADDITION, I HEREBY AUTHORIZE MY RENTER/OCCUPANT TO PICK UP AND/OR PURCHASE GATECARDS (4 MAX) # () AND BADGES @ \$10.00 # () Yes _____ No _____
SIGNATURE: X _____

GATE CARDS AND BADGES ARE FOR LONG TERM RENTER/OCCUPANTS ONLY

OWNER AGREES THAT THE INFORMATION SUPPLIED CONCERNING RENTER/OCCUPANT IS ACCURATE AND THAT ALL WILL ABIDE BY THE IMLCA RULES & REGULATIONS. PROPERTY OWNERS WILL BE RESPONSIBLE TO PROVIDE RENTER/OCCUPANT WITH IMLCA RULES AND REGULATIONS AND FOR ALL ACTIONS OF RENTERS/OCCUPANT AND ANY DAMAGES CAUSED BY SAME TO ANY ASSOCIATION-OWNED PROPERTY.

X _____
SIGNATURE OF PROPERTY OWNER AND/OR BROKER AGENT _____ DATE _____

*****FORM IS INVALID IF NOT SIGNED*****

IMLCA RENTAL POLICY

- 1. Forms and fees must be received 2 business days before rental.**
- 2. Starting January 1, 2017 there will be an Administrative Fee of \$50.00 for short term rentals and \$125.00 for long term rentals made payable to IMLCA for all rental forms submitted. This is to include short- and long-term renters and renewals.**
- 3. Forms must be filled out completely by the property owner.**
- 4. All information must be printed and legible.**
- 5. Only names and vehicles provided will be admitted to IML via gates.**
- 6. If there are more than 8 renters, use a second form.**
- 7. Incorrect or incomplete information may result in turn away at gate or delays.**
- 8. Any change in renter status must be reported to IMLCA office.**
- 9. Updated rental form must be submitted to IMLCA office before expiration of initial form.**
- 10. Renters have 14 days from rental start to provide ALL vehicle registrations at IMLCA office.**
- 11. Form is not valid without the property owner signature.**
- 12. Members not in good standing may not rent their properties.**
- 13. Members with Renters/Occupants must be in good standing on all owned properties or they may be cited in the amount of \$500 for renting while not in good standing.**

ANY VIOLATION OF IMLCA RENTAL POLICY MAY RESULT IN A CITATION WITHOUT ADDITIONAL WARNING. THE ITEMS LISTED ABOVE ARE INTENDED TO AVOID PROBLEMS FOR THE GATES, OFFICE, RENTERS AND PROPERTY OWNERS.